

**APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS**

Application No.02:31C

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
1.	<p data-bbox="250 428 558 459"><u>ACCIDENT REPORTS</u></p> <p data-bbox="250 495 938 632">Dates: 1965- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 667 1435 699">Recommendation: Retain for seven (7) years, then dispose of.</p> <p data-bbox="250 835 1474 905">The title of item #2 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <div data-bbox="902 1058 1399 1108"><hr/><p>Chairman</p></div>
2.	<p data-bbox="250 1150 928 1182"><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p data-bbox="250 1182 1479 1329"><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p data-bbox="250 1365 1040 1501">Dates: 1965- Volume: 45 Cubic Feet/2 MB Annual Accumulation: 5 Cubic Feet/1 MB Arrangement: Chronological</p> <p data-bbox="250 1537 1479 1663">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

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	<p>The recommendation of item #3 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <p style="text-align: right;">_____ Chairman</p>
3.	<p><u>AGENDAS</u></p> <p>Dates: 1965- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: <del>Retain for sixty (60) days, then dispose of.</del> <b><i>Retain permanently.</i></b></p>
4.	<p><u>ANIMAL LICENSE RECORDS</u></p> <p>Dates: 1965- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration, then dispose of.</p>

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5.	<u>ANNEXATIONS, DEDICATIONS, EASEMENTS, COVENANTS, RIGHT OF WAYS, SUBDIVISION FILES</u>  Dates: 1965- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
6.	<u>ANNUAL FINANCIAL STATEMENTS</u>  Dates: 1931- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
7.	<u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u>  Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
8.	<u>APPOINTMENT BOOKS, DESK CALENDARS &amp; PHONE MESSAGES</u>  Dates: 1971- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.

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9.	<u>APPRAISALS</u>  Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years after superseded, then dispose of.
10	<u>APPROPRIATION RECORDS</u>  Dates: 1965- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
11.	<u>ASSESSED VALUATION AND RATE REPORTS</u>  Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
12.	<u>AUDITS</u>  Dates: 1970- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.

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13.	<p data-bbox="250 457 461 491"><u>BID RECORDS</u></p> <p data-bbox="250 527 935 663">Dates: 1925- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 695 1422 867">Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.</p> <p data-bbox="250 1035 1474 1104">The recommendation of item #14 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <div data-bbox="902 1255 1399 1304"><hr/>Chairman</div>
14.	<p data-bbox="250 1350 505 1383"><u>BOARD PACKETS</u></p> <p data-bbox="250 1415 943 1551">Dates: 1989- Volume: 14 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="250 1583 1479 1686">Recommendation: <del>Retain until administrative use is complete, then dispose of.</del> <b>Retain one copy of each permanently.</b></p>

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15.	<p data-bbox="250 464 480 495"><u>BOND RECORDS</u></p> <p data-bbox="250 531 938 667">Dates: 1933- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 701 1474 869">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of. Surety, Performance, &amp; Revenue Bonds: Retain for seven (7) years, then dispose of. Bond Issue Records: Retain permanently.</p>

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16.	<u>BUDGET WORK PAPERS</u>  Dates: 1945- Volume: 15 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
17.	<u>BUDGETS</u>  Dates: 1949- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
18.	<u>BUILDING INSPECTIONS</u>  Dates: 1930- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.



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19.	<p>The recommendation of item #19 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>BUILDING PERMITS &amp; PLANS</u></p> <p>Dates: 1922- Volume: 75 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: <del>Residential Permits &amp; Plans: Retain for five (5) years, then dispose of. Commercial, Industrial &amp; Multi-family Dwellings: Retain permanently.</del> <i>Retain residential permits, plans and inspections for fourteen (14) years, then dispose of.</i> <i>Retain commercial, industrial and multi-family dwelling permits, plans and inspections permanently or for fourteen (14) years after life of structure, then dispose of.</i></p>

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20.	<p><u>BUILDING PERMIT MONTHLY REPORT</u></p> <p>Dates: 1922- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
21.	<p><u>BUSINESS LICENSE RECORDS</u></p> <p>Dates: 1965- Volume: 15 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after closure of business, then dispose of.</p>
22.	<p><u>CABLE TV FRANCHISE APPLICATIONS &amp; AGREEMENTS</u></p> <p>Dates: 1995- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Franchise Records: Retain permanently. Applications &amp; Agreements: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
23.	<p><u>CANCELLED CHECKS, BANK STATEMENTS &amp; DEPOSIT SLIPS</u></p> <p>Dates: 1935- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of. Copies: Retain for two (2) years, then dispose of.</p>

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24.	<u>CASH RECEIPTS</u>  Dates: 1935- Volume: 75 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
25.	<u>CENSUS RECORDS</u>  Dates: 1943- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of. Special Census Records: Retain permanently.
26.	<u>CHECK STUBS &amp; COPIES</u>  Dates: 1935- Volume: 40 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
27.	<u>CIRCUIT COURT FREE TRANSMITTALS</u>  Dates: 1975- Volume: 15 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.

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28.	<u>COMPREHENSIVE PLANS, STUDIES &amp; SURVEYS, LONG RANGE PLANS</u>  Dates: 1950- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Comprehensive & Long Range Plans: Retain permanently. Studies & Surveys: Retain for ten (10) years, then dispose of.
29.	<u>CONSTRUCTION RECORDS</u>  Dates: 1965- Volume: 30 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain construction records for ten (10) years following completion of terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records within this record series for seven (7) years, then dispose of.
30.	<u>CONTRACTORS LICENSES, BONDS &amp; CERTIFICATES OF INSURANCE</u>  Dates: 1935- Volume: 20 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for three (3) years after expiration, then dispose of.

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31.	<u>CONTRACTS, AGREEMENTS &amp; LEASES</u>  Dates: 1921- Volume: 30 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.
32.	<u>COOK COUNTY TREASURER TAX STATEMENTS</u>  Dates: 1973- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
33.	<u>DAILY CASH REPORTS</u>  Dates: 1942- Volume: 50 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
34.	<u>DEPARTMENTAL REPORTS</u>  Dates: 1950- Volume: 8 Cubic Feet Annual Accumulation: ¼ Cubic Feet Arrangement: Chronological  Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.

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35.	<u>ELECTION RECORDS</u>  Dates: 1959- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year, then dispose of.
36.	<u>EMPLOYMENT APPLICATION (SOLICITED &amp; UNSOLICITED) &amp; SUPPORT DOCUMENTS</u>  Dates: 1962- Volume: 5 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological  Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.
37.	<u>EPA INSPECTIONS</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years, then dispose of.

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38.	<u>EPA OPERATING PERMITS</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years after expiration, then dispose of.
39.	<u>EPA REPORTS</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.
40.	<u>EPA VIOLATION RECORD</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years after settlement, then dispose of.
41.	<u>EEOC RECORDS</u>  Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.

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42.	<u>EQUIPMENT/MAINTENANCE RECORDS</u>  Dates: 1945- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.
43.	<u>FCC LICENSE</u>  Dates: 1952- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years after expiration, then dispose of.
44.	<u>FREEDOM OF INFORMATION ACT REQUESTS &amp; DENIALS</u>  Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years from date of filing, then dispose of.
45.	<u>GAS RECEIPTS/TICKETS</u>  Dates: 1967- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.



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46.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1945- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
47.	<p><u>HYDRANT FLOW TESTS/INSPECTIONS</u></p> <p>Dates: 1962- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
48.	<p><u>ILLINOIS DEPARTMENT OF TRANSPORTATION ANNUAL WATER USE AUDIT</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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49.	<p data-bbox="256 457 487 489"><u>IMRF RECORDS</u></p> <p data-bbox="256 527 941 663">Dates: 1950- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 699 1477 1039">Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.</p>
50.	<p data-bbox="256 1077 714 1108"><u>INSURANCE POLICES-CLAIMS</u></p> <p data-bbox="256 1146 941 1283">Dates: 1929- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1318 1477 1449">Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>
51.	<p data-bbox="256 1486 470 1518"><u>INVENTORIES</u></p> <p data-bbox="256 1556 941 1692">Dates: 1957- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1728 1477 1816">Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.</p>

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52.	<p data-bbox="261 457 605 489"><u>INVESTMENT RECORDS</u></p> <p data-bbox="261 527 943 663">Dates: 1935- Volume: 10 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 699 1479 867">Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</p>
53.	<p data-bbox="261 909 683 940"><u>INVOICE/CHECK LISTINGS</u></p> <p data-bbox="261 976 943 1113">Dates: 1955- Volume: 40 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1148 1479 1245">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
54.	<p data-bbox="261 1287 1479 1350"><u>LEDGERS, JOURNALS &amp; REGISTERS (GENERAL PAYROLL, UTILITIES, ACCOUNTS PAYABLE &amp; RECEIVABLE, ETC.)</u></p> <p data-bbox="261 1386 967 1522">Dates: 1931- Volume: 120 Cubic Feet Annual Accumulation: 8 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1558 1479 1686">Recommendation: Monthly/daily ledgers, journals &amp; registers: Retain for two (2) years, then dispose of. Annual/ledgers, journals &amp; registers: Retain for seven (7) years, then dispose of.</p>

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55.	<u>LEGAL FILES</u>  Dates: 1950- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years after closure of case, then dispose of. Retain legal opinions Permanently.
56.	<u>LEGAL NOTICES, CERTIFICATES OF PUBLICATIONS &amp; PRESS RELEASES</u>  Dates: 1924- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year, then dispose of.
57.	<u>LIENS</u>  Dates: 1937- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year after settlement or dismissal, then dispose of.
58.	<u>LIQUOR LICENSE RECORDS</u>  Dates: 1990- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for five (5) years after closure of business, then dispose of. Retain license for one (1) year after expiration, then dispose of.

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59.	<u>MAPS, PLATS, BLUEPRINTS &amp; SURVEYS</u>  Dates: 1965- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
60.	<u>METROPOLITAN WATER RECLAMATION</u>  Dates: 1957- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Permits: Retain for five (5) years, then dispose of. Plans: Retain permanently. Administrative Records: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
61.	<u>MINUTES</u>  Dates: 1965- Volume: 12 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain originals permanently. Retain duplicate minutes for one (1) year, then dispose of.

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62.	<p data-bbox="256 457 683 489"><u>MOTOR FUEL TAX RECORDS</u></p> <p data-bbox="256 527 946 663">Dates: 1969- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 695 1484 905">Recommendation: Retain construction records for ten (10) years following completion of the terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records within this record series for seven (7) years, then dispose of.</p>
63.	<p data-bbox="256 940 646 972"><u>MUNICIPAL CODE BOOKS</u></p> <p data-bbox="256 1010 946 1146">Dates: 1940- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1178 1138 1213">Recommendation: Retain one copy permanently.</p>
64.	<p data-bbox="256 1249 1484 1318"><u>MUNICIPAL TAX RECORDS (RETAILER, SALES, OCCUPATION, HOTEL/MOTEL INFRASTRUCTURE, ETC.)</u></p> <p data-bbox="256 1350 946 1486">Dates: 1952- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1518 1446 1556">Recommendation: Retain for seven (7) years, then dispose of.</p>

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65.	<p data-bbox="261 457 1049 489"><u>NEGOTIATION/COLLECTIVE BARGAINING RECORDS</u></p> <p data-bbox="261 527 946 663">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 695 1482 835">Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.</p>
66.	<p data-bbox="261 867 935 898"><u>OFFICIAL OATHS, BOND &amp; APPOINTMENTS</u></p> <p data-bbox="261 936 946 1073">Dates: 1916- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1104 1482 1178">Recommendation: Retain for two (2) years after expiration of term of office, then dispose of.</p>
67.	<p data-bbox="261 1209 781 1241"><u>ORDINANCE VIOLATION RECORDS</u></p> <p data-bbox="261 1278 946 1415">Dates: 1965- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1446 1482 1520">Recommendation: Retain for three (3) years after settlement, then dispose of.</p>
68.	<p data-bbox="261 1551 724 1583"><u>ORDINANCES &amp; RESOLUTIONS</u></p> <p data-bbox="261 1621 946 1757">Dates: 1958- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1789 1482 1892">Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>

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69.	<p data-bbox="261 422 1049 453"><u>PAID BILLS, INVOICES, VOUCHERS &amp; WARRANTS</u></p> <p data-bbox="261 491 967 627">Dates: 1925- Volume: 240 Cubic Feet Annual Accumulation: 6 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 665 1484 764">Recommendation: Retain for seven (7) years, then dispose of. Copies: Retain for two (2) years, then dispose of.</p>
70.	<p data-bbox="261 804 550 835"><u>PAYROLL RECORDS</u></p> <p data-bbox="261 873 948 1010">Dates: 1953- Volume: 85 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1047 1484 1419">Recommendation: Monthly Payroll Records: Retain for two (2) years, then dispose of. Annual Payroll Records: Retain for seven (7) years, then dispose of. Individual Earning Records: Retain individual earnings records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If the employee has not retired by age 78, retain individual earnings records for ten (10) years after termination of employment, then dispose of.</p>
71.	<p data-bbox="261 1455 552 1486"><u>PENSION RECORDS</u></p> <p data-bbox="261 1524 948 1661">Dates: 1950- Volume: 15 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1698 1484 1860">Recommendation: Retain pension application and final payment permanently. Retain other records in this records series for seven (7) years after date of last payment of benefits to the retiree or the beneficiary, then dispose of.</p>



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
72.	<p data-bbox="261 422 1068 453"><u>PERSONNEL PROPERTY REPLACEMENT TAX RECORDS</u></p> <p data-bbox="261 491 948 627">Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 663 1446 695">Recommendation: Retain for seven (7) years, then dispose of.</p>
73.	<p data-bbox="261 737 550 768"><u>PERSONNEL FILES</u></p> <p data-bbox="261 804 948 940">Dates: 1962- Volume: 35 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 976 1484 1350">Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p>
74.	<p data-bbox="261 1388 435 1419"><u>PETITIONS</u></p> <p data-bbox="261 1455 948 1591">Dates: 1935- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1627 1484 1753">Recommendation: Retain for one (1) year, then dispose of except for those relating to annexations, land dedication, street and alley vacations, which must be retained permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
75.	<u>PETTY CASH RECORDS</u>  Dates: 1971- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of. Receipts: Retain for two (2) years, then dispose of.
76.	<u>POSTAGE RECORDS</u>  Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
77.	<u>PUMPAGE REPORTS</u>  Dates: 1960- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Monthly Reports: Retain for two (2) years, then dispose of. Annual Reports: Retain for ten (10) years, then dispose of.
78.	<u>PURCHASE ORDERS &amp; REQUISITIONS</u>  Dates: 1954- Volume: 25 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
79.	<u>REAL ESTATE TRANSFER TAX DECLARATIONS</u>  Dates: 1975- Volume: 8 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
80.	<u>RECEIPTS</u>  Dates: 1926- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
81.	<u>REFERENDA MATERIALS</u>  Dates: 1975- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain until administrative use is complete, then dispose of.
82.	<u>RESIDENT COMPLAINTS</u>  Dates: 1985- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for three (3) years after settlement, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
83.	<p data-bbox="264 453 708 485"><u>REVENUE SHARING RECORDS</u></p> <p data-bbox="264 527 951 663">Dates: 1967- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 695 1487 831">Recommendation: Retain allocation report for ten (10) years, then dispose of. Retain other records within this record series for seven (7) years, then dispose of.</p>
84.	<p data-bbox="264 863 976 894"><u>SOLICITOR/PEDDLER/JUNK DEALER PERMITS</u></p> <p data-bbox="264 936 951 1073">Dates: 1980- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1104 1487 1178">Recommendation: Retain for one (1) year after expiration, then dispose of.</p>
85.	<p data-bbox="264 1209 764 1241"><u>SPECIAL ASSESSMENT RECORDS</u></p> <p data-bbox="264 1283 951 1419">Dates: 1892- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1451 1487 1524">Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.</p>

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86.	<p><u>STATE &amp; FEDERAL TAX RECORDS</u></p> <p>Dates: 1971- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p>
87.	<p><u>STATE OF ILLINOIS COMMERCE COMMISSION HEARING NOTICES</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
88.	<p><u>STATE OF ILLINOIS DEPARTMENT OF REVENUE SUPPLEMENTAL REPORT</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
89.	<p><u>STATE OF ILLINOIS DEPARTMENT OF REVENUE TAX EXEMPTIONS</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
90.	<u>STATEMENT OF ECONOMIC INTEREST RECORDS</u>  Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years after date of filing with the county clerk, then dispose of.
91.	<u>SURVEY REPORTS (CENSUS, BOUNDARY, EEOC GOVERNMENT EMPLOYMENT, ETC.)</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.
92.	<u>TAX ANTICIPATION WARRANTS</u>  Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
93.	<u>TAX LEVY RECORDS</u>  Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.

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94.	<p data-bbox="264 457 1487 520"><u>TIME RECORDS (SICK, VACATION, OVERTIME, COMPENSATORY, LEAVES, ETC.)</u></p> <p data-bbox="264 562 951 695">Dates: 1976- Volume: 40 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="264 730 1487 831">Recommendation: Retain for two (2) years, then dispose of provided information has been transferred to the employees work history.</p>
95.	<p data-bbox="264 873 610 900"><u>TREASURERS REPORTS</u></p> <p data-bbox="264 936 951 1068">Dates: 1945- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1104 1487 1209">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
96.	<p data-bbox="264 1251 902 1278"><u>UNEMPLOYMENT COMPENSATION RECORDS</u></p> <p data-bbox="264 1314 951 1446">Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1482 1455 1524">Recommendation: Retain for seven (7) years, then dispose of.</p>

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97.	<p data-bbox="264 457 1487 520"><u>U.S. IMMIGRATION &amp; NATURALIZATION EMPLOYMENT ELIGIBILITY VERIFICATIONS FORM I-9</u></p> <p data-bbox="264 562 951 695">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 730 1487 940">Recommendation: If person is employed for less than three years, retain for three (3) after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>
98.	<p data-bbox="264 972 824 999"><u>UTILITY BILL RECEIPTS &amp; STUBS</u></p> <p data-bbox="264 1041 951 1173">Dates: 1970- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="264 1209 1414 1245">Recommendation: Retain for two (2) years, then dispose of.</p>
99.	<p data-bbox="264 1283 711 1310"><u>UTILITY COMPANY PERMITS</u></p> <p data-bbox="264 1352 951 1484">Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1520 1487 1587">Recommendation: Retain for five (5) years after expiration, then dispose of.</p>
100.	<p data-bbox="264 1623 789 1650"><u>UTILITY DELINQUENCY RECORDS</u></p> <p data-bbox="264 1692 951 1824">Dates: 1970- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1860 1455 1919">Recommendation: Retain for seven (7) years after settlement, then dispose of.</p>



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101.	<p data-bbox="264 426 708 457"><u>UTILITY DEPOSIT REFUNDS</u></p> <p data-bbox="264 495 951 632">Dates: 1970- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 667 1487 730">Recommendation: Retain for two (2) years after disconnection &amp; refund, then dispose of.</p>
102.	<p data-bbox="264 768 651 800"><u>UTILITY FUND LEDGERS</u></p> <p data-bbox="264 837 951 974">Dates: 1970- Volume: 45 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="264 1010 1487 1115">Recommendation: Monthly Ledgers: Retain for two (2) years, then dispose of. Annual Ledgers: Retain for seven (7) years, then dispose of.</p>
103.	<p data-bbox="264 1146 959 1178"><u>UTILITY METER INSTALL/REMOVE RECORDS</u></p> <p data-bbox="264 1215 951 1352">Dates: 1970- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1388 1390 1419">Recommendation: Retain for one (1) year, then dispose of.</p>
104.	<p data-bbox="264 1461 691 1493"><u>UTILITY METER READINGS</u></p> <p data-bbox="264 1530 951 1667">Dates: 1970- Volume: 25 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p data-bbox="264 1698 1390 1730">Recommendation: Retain for one (1) year, then dispose of.</p>

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105.	<u>UTILITY ON/OFF NOTICES</u>  Dates: 1970- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year, then dispose of.
106.	<u>VARIANCE RECORDS</u>  Dates: 1947- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years after expiration, then dispose of.
107.	<u>VEHICLE LICENSE RECORDS</u>  Dates: 1975- Volume: 20 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for one (1) year after expiration, then dispose of.
108.	<u>VEHICLE RECORDS (MAINTENANCE, TITLES, REGISTRATIONS, ETC.)</u>  Dates: 1979- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain until vehicle is dispose of, then dispose of.

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109.	<u>WATER FLOW CHARTS</u>  Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years, then dispose of.
110.	<u>WATER LEVEL CHARTS (PUMP ACTIVITY)</u>  Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
111.	<u>WATER MAIN BREAK RECORDS</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for two (2) years after completion of work, then dispose of.
112.	<u>WATER SAMPLE REPORTS</u>  Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.

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113.	<p><u>WORK ORDERS</u></p> <p>Dates: 1981- Volume: 8 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days after completion of work, then dispose of.</p>
114.	<p><u>WORKER'S COMPENSATION RECORDS</u></p> <p>Dates: 1970- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after settlement, then dispose of.</p>
115.	<p><u>ZONING/PLANNING RECORDS</u></p> <p>Dates: 1975- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Approved Requests: Retain permanently. Denied Requests: Retain for one (1) year after denial, then dispose of.</p>

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116.	<p>The following items #116 - 117 were added to Application 02:031C and approved by the Local Records Commission of Cook County on February 19, 2013.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>BANKRUPTCY NOTICES AND SUPPORT DOCUMENTS (THIS RECORD SERIES CONSISTS OF BANKRUPTCY NOTIFICATIONS AND MAY INCLUDE PROOF OF CLAIM FOR MONEY OWED TO THE MUNICIPALITY, RECORD OF VOTES OF CREDITORS REGARDING ACCEPTANCE OF THE BANKRUPTCY PLAN, NOTIFICATION OF MEETINGS WITH CREDITORS, NOTICES OF MONEY OWED TO OTHER CREDITORS, COPY OF DISCHARGE NOTICES, ETC.)</u></p> <p>Dates: 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain records related specifically to bankruptcy claims by the municipality for three (3) years after settlement or dismissal, then dispose of. Retain records related to other creditors not affecting the bankruptcy proceeding of the municipality against the debtor, for one (1) year, then dispose of.</p>

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117.	<p data-bbox="263 422 1479 758"><u>FORECLOSURE NOTICES (THIS RECORD SERIES CONSISTS OF NOTICES OF PENDING FORECLOSURES WITHIN THE COMMUNITY. THE NOTICE WILL CONTAIN INFORMATION IDENTIFYING THE ADDRESS OF THE PROPERTY AND THE IDENTIFICATION OF THE MORTGAGE. A SECOND NOTICE IS SENT TO THE MUNICIPALITY LISTING THE PURCHASER AND THEIR CONTACT INFORMATION FOLLOWING THE SALE OF THE REAL ESTATE. MUNICIPALITIES MUST USE THEIR WEBSITES TO LIST THE ADDRESSES RECEIVING FORECLOSURE NOTICES. POSTING THE INFORMATION AT THE MAIN OFFICE OF THE MUNICIPALITY IS PERMISSIBLE IF THE MUNICIPALITY DOES NOT HAVE A WEBSITE.)</u></p> <p data-bbox="263 798 948 932">Dates: 2004- Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="263 970 1390 1001">Recommendation: Retain for one (1) year, then dispose of.</p>

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	<p data-bbox="261 422 1536 520">The following items #118-120 were added to application 02:031C and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <div data-bbox="1068 730 1224 762" style="text-align: right;"><hr/>Chairman</div> <p data-bbox="94 800 1011 831">118. <u>AUDIO/VIDEO RECORDINGS OF OPEN MEETINGS</u></p> <table data-bbox="261 867 992 1003"><tr><td>Dates:</td><td>2003-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="261 1041 1490 1178">Recommendation: Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of. Retain video recordings thirty (30) days after date of meeting, then dispose of.</p> <p data-bbox="94 1213 935 1245">119. <u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <table data-bbox="261 1281 1317 1417"><tr><td>Dates:</td><td>2007-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological and Alphabetical</td></tr></table> <p data-bbox="261 1455 1446 1549">Recommendation: Retain for five (5) years following completion of the terms of the agreement, then dispose of.</p>	Dates:	2003-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Dates:	2007-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological and Alphabetical
Dates:	2003-																
Volume:	Negligible																
Annual Accumulation:	Negligible																
Arrangement:	Chronological																
Dates:	2007-																
Volume:	Negligible																
Annual Accumulation:	Negligible																
Arrangement:	Chronological and Alphabetical																

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120.	<p data-bbox="266 426 1463 491"><u>OPEN MEETINGS ACT CERTIFICATIONS OF COMPLETION OF TRAINING AND OPEN MEETINGS ACT CERTIFICATES OF COURSE COMPLETION</u></p> <p data-bbox="266 531 998 667">Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 703 1515 936">Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.</p>